

**UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF VIRGINIA**

**CM/ECF USERS' ADVISORY GROUP**

**DECEMBER 4, 2001, MEETING**

**MINUTES**

A meeting of the CM/ECF Users' Advisory Group (UAG) was held on Tuesday, December 4, 2001. The meeting, which was held via video teleconference at the Court's Alexandria, Norfolk and Richmond facilities, commenced at 12:30 PM and concluded at 1:20 PM. The following persons were in attendance at the meeting: Bob Weed, Debera Conlon, Judge Adams, Peggy Grivetti, Steve Kopacki, Chuck Miller, Renee Mitchell-Paxton, Barry Wells, Karin Doggett, Michael Johnson, Dick Napoli and Bill Redden.

**Approval of Minutes From Last Meeting and Opening Comments (*Bill Redden*)**

The minutes from the September 25, 2001, meeting were approved and will be posted to the Court's CM/ECF home page at the Court's web site and transmitted, via e-mail, to registered ECF users.

Bill also noted other matters of interest:

The Congress has passed and President Bush has signed the appropriations legislation that includes fiscal year 2002 funding for the judiciary. Funding received is adequate to meet the judiciary's needs for this fiscal year.

Bill commented briefly on the handout materials provided to the meeting participants.

Bill noted that petitions filings opened in ECF, in November 2001, (1,173 of 2,405 total petition filings) were a record high for the EDVA. For that month, 48.8 percent of all petitions filed in the EDVA were filed in ECF. Filings in the EDVA continue to be on the rise.

Bill indicated that a reminder notice to the Bar about the changes in EDVA case administration was being prepared and would be transmitted to the EDVA addressee list via the Bankruptcy Noticing Center shortly. The notice also will contain information relating to other matters as well including how to properly submit documents on computer diskettes.

Bill also provided information about the status of the online court hearing calendars for each judge.

## 1. Current Status and Information of Interest

### a. Migration of ECF Data to New ECF Server Equipment – Status (*Barry Wells*)

Barry Wells advised that the EDVA ECF data had been moved to the new ECF server equipment over the preceding weekend and that the data relocation process had been completed successfully. With the new ECF server equipment in place and functioning, data storage capacity no longer is an issue of operational concern. The old ECF server equipment will be used to test mock conversion of NIBS electronic docket data from NIBS to CM/ECF. In addition to enhanced data storage capacity, the new ECF server equipment has double the number of processors than did the equipment it replaced.

### b. NIBS Conversion Program Update (*Karin Doggett*)

Karin Doggett reported that once the old ECF server has been readied to accept converted NIBS data, the mock conversion and testing process of the NIBS data would commence. Bill Redden noted that the importance of external users and query-only users obtaining PACER accounts would be placed in the reminder notice to the bar as well.

### c. BOPS – Status (*Barry Wells*)

Barry Wells advised that chapter 13 orders testing would begin on December 10 at the Alexandria Division. Michael Johnson, a member of the ACC Team, would be leading the testing effort. Barry also indicated that a promising solution to dealing with envelopes (see LBR 9022-1) was in the making involving programming changes by the Bankruptcy Noticing Center that would allow the BNC to issue orders directly to order recipients.

### d. Other Internet EDVA Developments

#### (1) Court Calendars Home Page Link to EDVA Home Page and Announcement

Bill commented about the new court calendars home page in his opening comments.

#### (2) EBN Home Page Link to EDVA Internet Home Page and Announcement Memorandum to the Bar (*Karin Doggett*)

Karin Doggett briefed the meeting participants on the new EBN home page link to the EDVA Internet home page that she developed and which Bill Redden designed. Twenty-five users have signed up for EBN Phase I

and Phase II. Karin has received several requests for information on the facsimile transmittal option from persons interested in becoming EBN service users.

**e. CM/ECF Version 1 Release Candidate Releases 5 and 6; CM/ECF Version 2 Updates (*Bill Redden, Barry Wells, Dick Napoli*)**

Barry Wells advised that CM/ECF Version 1 Release Candidate 5 had been installed on the live database the previous week. It is expected that Release Candidate 6 will be available for installation on the live database in the first quarter of calendar year 2002.

Bill Redden noted that the latest word from the AO is that CM/ECF Version 2 has been slated for release to the courts for internal testing in late April 2002.

**f. Revision to Federal Rules of Bankruptcy Procedure Effective December 1, 2001 (*Bill Redden*)**

Bill Redden noted that a revision to the Federal Rules of Bankruptcy Procedure became effective December 1, 2001. Information concerning the rules and forms changes has been posted physically at each division of the court as well as being placed on the EDVA Internet home page.

**g. Planned Changes in Bankruptcy Case Administration – Planned Additional Notice to the Bar; PACER Accounts; Accessing NIBS E-Docket information (*Bill Redden*)**

Bill noted that no changes from the information communicated to the bar in the clerk's September 17, 2001, notice memorandum have been made by the Court. Bill indicated that a reminder notice, which will include some non-CM/ECF related items, would be sent shortly via the BNC to the bar. Bill also commented on the planned changes in accessing NIBS e-docket information via VCIS and through the EDVA Internet home page.

**2. Technical Questions**

No technical questions were presented for discussion at the meeting or raised during the meeting.

**3. Communications and Training Issues**

**a. ECF Seminars and Mini-Fairs (*Dick Napoli and Renee Mitchell-Paxton*)**

Dick Napoli and Renee Mitchell-Paxton reported that the November ECF seminars and mini-fairs were held as scheduled. They were well received by the bar. A total of 456 registrants attended the seminars and mini-fairs along with guests (at the Alexandria seminar and mini-fair) from the Administrative

Office of the U.S. Courts, the Federal Judicial Center and the Maryland and D.C. bankruptcy courts. Three hours of MCLE credit for attorney participants was approved for the seminars and mini-fairs.

**b. ECF Training Sessions (*Dick Napoli*)**

Dick Napoli advised that the Clerk's Office had added additional ECF training dates to its training calendar. Dick noted that the Court had been very assertive and pro-active in encouraging the bar to secure training prior to January 1, 2002, and would continue to encourage the bar to secure such training after January 1 as well. The new Administrative Procedures incorporated into Standing Order 01-6 have provisions in place to ensure that access to the court is available the bar and public. In recent months, there has a substantial increase in requests for training.

**c. CM/ECF Help Desk (*Michael Johnson*)**

Michael Johnson attended the meeting and asked for CM/ECF Help Desk questions. No questions were raised at the meeting.

**4. Handout Materials (*at meeting sites*)**

Bill Redden noted the handout materials provided to the meeting participants, which had been identified earlier in the meeting.

**5. Other Issues of Interest**

Debera Conlon raised a question generally on ECF system reliability. Bill Redden noted that a back up is maintained for ECF data. Also, when the ECF system is down, the clerk's office maintains an internal log recording such events. Barry Wells commented that on occasion ECF might appear to lock up for short periods of time. The AO is aware of this situation and will have a fix in place when Release Candidate 6 is provided to the courts early in calendar year 2002. Barry also noted that the full T-1 line in place between the judiciary's gateway, at New Orleans, which serves the EDVA, has provided substantially more bandwidth for data transmittal. The new ECF server equipment has been upgraded as well. The new equipment provides a substantial and scalable increase in data storage capacity and processing power.

**6. Next Meeting Date, Location(s) and Time**

The next UAG meeting will be scheduled for Tuesday, January 29, 2002. The meeting will be held via video teleconference, through sprint, from 12:30 PM to 2:15 PM, at the court's Alexandria, Norfolk and Richmond facilities. UAG members are requested to provide Bill Redden with proposed agenda items, issues of interest and technical questions by a date to be provided [January 23, 2002].

This will facilitate a review by court representatives of any submitted agenda items and technical questions prior to the next UAG meeting.

An agenda for the next meeting will be sent out by the Clerk's Office on a date to be determined [January 24, 2002].

The meeting adjourned at 1:20 PM.

Respectfully submitted,

William C. Redden